Biomapas is a leading contract research organization specializing in complex clinical research, marketing authorization and post-authorization support in Europe and CIS markets. With more than 16 years of experience and latest geographical expansion, Biomapas is on a way to become a strongest market player.

At the moment Biomapas is looking for **Pharmacovigilance Manager**.

Main Tasks and Responsibilities

1. Ensure effective functioning of assigned PV projects in compliance with client agreement, contract; and local and global regulatory guidelines.
2. To be responsible for quality management, workload management, compliance management and document management across assigned PV projects.
3. Continuously work with internal and external clients to ensure satisfaction.
4. Ensure monthly invoices are generated and shared for all assigned PV clients on regular/monthly basis.
5. Identify out-of-scope activities and liaise with PV Director and internal departments to initiate and process change orders.
6. Provide clarification and/or resolve PV invoicing issues.
7. Ensure pharmacovigilance aspects of projects are managed in line with budgets and agreed timelines to achieve client satisfaction.
8. Assist with or generates and reviews proposals and costings for pharmacovigilance business.
9. Train and mentor PV department staff, as needed. Constantly work towards identification of new training and development opportunities for the PV department.
10. Represent PV department during for-cause/maintenance client audits or regulatory authority inspections.
11. Represent PV department during pre-qualification client audits.
12. Generate and review departmental SOPs and Working Procedures.
13. Other responsibilities as assigned by the PV Director

Experience, required skills and competencies

- Life Sciences education.
- More than 5 years of experience in Pharmacovigilance or Project Management field.
- Extensive experience in management of large scale (geographically and content wise) projects.
- Awareness of global regulatory and pharmacovigilance environment.
- Excellent knowledge of English.
- Russian would be considered as an advantage.
- Excellent verbal and written communication, teaming and problem-solving skills.

If you have any questions or would like to find out more about the position, please, contact us by e-mail personalas@biomapas.eu or call directly to HR and Training Manager Raimonda Klimiene +370 698 15736.